

Scope and Purpose

The information found in this document is intended to outline the process for the submittal of an operational permit for hot work and to ensure safe operational practices of the individuals, companies, and businesses who wish to conduct these operations.



Definition

Hot Work Operations: An operational permit is required for hot work operations including, but not limited to the following:

- Public exhibitions and demonstrations where hot work is conducted.
- Use of portable hot work equipment inside a structure.
 - **Exception:** Work that is conducted under a construction permit.
- Application of roof covering with the use of an open-flame device.

Permits

A site-specific permit from the Everett Fire Department is required for hot work operations as defined by IFC 105.6.24. hot work operations may not begin until a permit has been issued.

Permit applications shall be submitted using <https://onlinepermits.everettwa.gov/etrakit/default.aspx>. Permits will be issued electronically after submittal and payment. After review, payment, and approval a Permit will be e-mailed to the applicant.

A pre-hot-work checklist shall be conducted prior to work to ensure all equipment is safe, and hazards are recognized and protected. A report of the checklist shall be kept at the work site during the work and available upon request. The pre-hot-work checklist shall determine all of the following:

- Hot work equipment to be used shall be in satisfactory operating condition and in good repair.
- Hot work site is clear of combustibles or combustibles are protected.
- Exposed construction is of noncombustible materials or, if combustible, then protected.
- Openings or cracks in walls, floors, ducts, or shafts within the hot work area shall be tightly covered to prevent the passage of sparks to adjacent combustible areas or shielded by metal fire-resistant guards or curtains shall be provided to prevent passage of sparks or slag.
- Openings are protected.
- Floors are kept clean.
- No exposed combustibles are located on the opposite side of partitions, walls, ceilings or floors.
- Fire watches, where required, are assigned.
 - A fire watch shall be provided during hot work activities and shall continue for not less than 30 minutes after the conclusion of the work.
 - Individuals designated to fire watch duty shall have fire-extinguishing equipment readily available and shall be trained to use such equipment.

- Individuals assigned to fire watch duty shall be responsible for extinguishing spot fires and communicating an alarm.
- Approved actions have been taken to prevent accidental activation of suppression and detection equipment.
 - Automatic sprinkler protection shall not be shut off while hot work is performed. Where hot work is performed close to automatic sprinklers, noncombustible barriers or damp cloth guards shall shield the individual sprinkler heads and shall be removed when the work is completed.
 - Approved special precautions shall be taken to avoid accidental operation of automatic fire detection systems. Fire alarms will not be taken out of service while work is being performed.
- Fire extinguishers, and fire hoses where provided, are operable and available.
 - No less than one portable fire extinguisher, with a minimum 2-A:20-B:C rating, shall be readily accessible within 30 feet of the location where hot work is performed.
 - Where hose-lines are required, they shall be connected, charged, and ready for operation.
- Hot work areas that are accessible to persons other than the operator.
 - A conspicuous sign shall be posted to warn others before they enter the hot work area, Such signs shall display the following warning, "CAUTION HOT WORK IN PROGRESS STAY CLEAR."

PRE-HOT-WORK CHECKLIST

A pre-hot-work check shall be conducted prior to work to ensure that all equipment is safe and hazards are recognized and protected. A report of the check shall be kept at the work site during the work and available upon request. The pre-hot-work check shall determine all of the following:

BUSINESS NAME:	ADDRESS:
----------------	----------

Please place a check mark if the following items have been completed

Hot work equipment to be used shall be in satisfactory operating condition and in good repair.	
Hot work site is clear of combustibles or combustibles are protected.	
Exposed construction is of noncombustible materials or, if combustible, then protected.	
Openings or cracks in walls, floors, ducts or shafts within the hot work area shall be tightly covered to prevent the passage of sparks to adjacent combustible areas, or shielded by metal fire-resistant guards, or curtains shall be provided to prevent passage of sparks or slag.	
Floors are kept clean and free from combustibles	
No exposed combustibles are located on the opposite side of partitions, walls, ceilings or floors.	
<p>Fire watches, where required, are assigned.</p> <ul style="list-style-type: none"> • A fire watch shall be provided during hot work activities and shall continue for not less than 30 minutes after the conclusion of the work. • Individuals designated to fire watch duty shall have fire-extinguishing equipment readily available and shall be trained to the use of such equipment. • Individuals assigned to fire watch duty shall be responsible for extinguishing spot fires and communicating an alarm. 	
<p>Approved actions have been taken to prevent accidental activation of suppression and detection equipment.</p> <ul style="list-style-type: none"> • Automatic sprinkler protection shall not be shut off while hot work is performed. Where hot work is performed close to automatic sprinklers, noncombustible barriers or damp cloth guards shall shield the individual sprinkler heads and shall be removed when the work is completed. • Approved special precautions shall be taken to avoid accidental operation of automatic fire detection systems. Fire alarms will not be taken out of service while work is being performed. 	
<p>Fire extinguishers and fire hoses (where provided) are operable and available.</p> <ul style="list-style-type: none"> • Not less than one portable fire extinguisher with a minimum 2-A:20-B:C rating shall be readily accessible within 30 feet of the location where hot work is performed. • Where hose-lines are required, they shall be connected, charged and ready for operation. 	
<p>Hot work areas that are accessible to persons other than the operator.</p> <ul style="list-style-type: none"> • A conspicuous sign shall be posted to warn others before they enter the hot work area, Such signs shall display the following warning: CAUTION HOT WORK IN PROGRESS STAY CLEAR 	